

## WORK ORDER PROCEDURES

**Step 1:** Units fill out the following fields of a DA4283 (use the 8.5 x 14 version).

**Build/Facility**

**Date**

**Short Job Description** – Brief description that names the request

**Description and Justification of Work to be Accomplished** – A specific request of what is required for the project. Be as detailed as possible. Attach drawings as appropriate.

**Describe What Will Happen If Work is Not Accomplished** – describe the effects of the work in terms of safety, security, operations, and quality of life.

**Requester Information** – LEAVE BLANK

**Person to Call for Additional Information** – Fill out the required information for a good POC who can be called to arrange site visits and who is knowledgeable about the request.

**Step 2:** Units take the DA4283 to their Brigade S4 to allow them to put the request into their tracking systems for later prioritization. BDE S4 (or designated person) signs off on the DA4283 above the Person to Call of Additional Information block acknowledging. If the requesting unit is part of a separate battalion, the battalion S4 will sign off on the DA4283.

**Step 3.** The unit brings the DA4283 to the Division Engineer Facilities Section located in Building 10040, next to the 25<sup>th</sup> St. Chapel. The Facilities Engineers will attach a work order number to the document and include the work order in the division tracking system for prioritization. The Facilities section will take the work order to DPW at the appropriate time. Units should not take work orders directly to DPW. They will be accepted from DPW only by the Facility Engineers.

**Step 4.** Every 1<sup>st</sup> and 3<sup>rd</sup> Thursday of the month, BDE and separate BN S4s will update their work order prioritization with the Facility Engineers. The Facility Engineers will update the Division Priorities on a weekly basis and ensure DPW has the correct work orders. The division work order priorities both in the DPW system and on deck are briefed in the division command and staff.

**Step 5.** DPW will complete the top division work orders as funding becomes available.